



1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

DEPARTMENT OF HIGHER EDUCATION LEAD FINANCE ANALYST POSITION ANNOUNCEMENT:

Lead Finance Analyst

POSITION TITLE: Lead Finance Analyst
DEPARTMENT: Higher Education
DIVISIONS: Finance and Budget Services
REPORTS TO POSITION TITLE: Chief Financial Officer

POSTING DATE: May 27, 2014
CLOSING DATE: June 6, 2014
COMPENSATION: \$65,000 - \$75,000 per year
(commensurate with experience)
ANTICIPATED DATES: Position will be filled as quickly as possible

POSITION SUMMARY:

Reporting to the Chief Financial Officer, this position is one of four that serve in the role of Lead Analyst and a member of the Department of Higher Education Finance and Budget Services Team (DHE-FBST). In total, the FBST will be responsible for all areas of state budget and finance in support of Colorado's public colleges and university governing boards as well as the internal department budget and finance functions.

Collectively, the FBST is responsible for development of state budgets (both operational and capital construction) as well as statewide financial aid administration and the administration of the College Opportunity Fund program in addition to other program areas. The Lead Analyst position is also the primary customer service contact for specific governing boards in resolving finance and budget related questions and issues. Specific program and governing board assignments associated with this Lead Analyst position will be determined following candidate selection.



On the FBST, each Lead Analyst is responsible for developing broad expertise in primary program assignments and becoming the designated expert on the FBST for those programs and policy areas. Lead Analysts will also be cross-trained to provide back up to other FBST members and provide quality assurance in support of primary program assignments and policy areas assigned to the other three Lead Analysts.

Each Lead Analyst will serve as a primary contact for specific governing boards or higher education institutions with the purpose of supporting these institutions in all aspects of budget and financial services. The Lead Analyst position will develop, recommend and implement budgetary and other financial service strategies as well as Colorado Commission on Higher Education (CCHE) and department policies and guidelines. The Lead Analyst will also provide analytical support to executive level decision making as well as prepare and represent recommendations to the CCHE as necessary.

The Lead Analyst must be able to exercise independent judgment and make decisions on a diverse and complex range of finance policies, processes and standards. The position will regularly correspond, advise and collaborate with campus finance leadership, administration and staff. In addition, the Lead Analysts will serve as the primary budget and finance contacts for the CCHE, Governor's Office of State Planning and Budgeting (OSPB), the Joint Budget Committee (JBC) staff and the staff of the Colorado Legislative Council.

Lead Analysts will provide leadership and supervision to two junior level finance policy staff and temporary interns and work study students. Junior level staff will support the Lead Analysts in their daily tasks.

Examples of specific duties related to the Lead Analyst position include, but are not limited to:

- Assist in supporting Governor's Office legislative and policy priorities;
- Orient and brief CCHE members on budget and finance related programs and policies;
- Create and review internal and external FBST documents for completeness and correctness;
- Provide budget and finance data in support of department communications;
- As needed create and present items for action, consent and discussion to the CCHE;
- Respond to annual or ad hoc budget and finance related inquiries, information requests and surveys from institutions, legislators, higher education advocacy groups and others;
- Monitor and report on legislative activities including JBC, CDC, and higher education related hearings at various committees; and
- Assist as needed in the implementation of House Bill 14-1319: "Outcome-Based Funding for Higher Education" and other special projects as assigned.



Knowledge, Skills and Abilities

- Working knowledge of process, systems and documentation necessary for building division and agency budgets for submission to OSPB and JBC staff;
- Ability to analyze fiscal and program data at an institutional and system wide level;
- With adequate training, a working knowledge of rules and regulations related to areas of responsibility such as Capital Construction, financial aid, College Opportunity Fund as well as an expert knowledge of the same for primary areas of responsibility;
- Proficient at Microsoft Office, excellent Excel skills;
- Ability to interpret Colorado Revised Statutes and agency policies;
- Work well as a member of a team of co-equals and in an egalitarian environment; and
- As needed, ability to supervise other employees

Essential Qualifications:

- Bachelor's degree in finance, accounting, public policy, political science or a related field;
- 2-4 years of professional experience in budget analysis, budget development and implementation, policy development and implementation, public or private sector management;
- Basic knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Experience in exercising independent judgment in an administrative setting;
- Experience in presenting technical information to nontechnical audiences and in leading collective decision making;
- Excellent analytical and communication skills; and
- Excellent interpersonal skills, time management skills, and the ability to work effectively and under pressure with a team of co-equals to meet tight and rigid deadlines.

Preferred Qualifications:

- Graduate degree in finance, accounting, public policy, political science or a related field;
- Knowledge of analytical methods and techniques used in higher education finance;
- Knowledge of the executive/legislative decision making process;
- Skill in interacting with decision makers and staff as well as with other specialists and experts; and
- Comfort working in a fast paced and public environment.

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Criminal background check.



Physical Activities:

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** - Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of three (3) employment references.



Submit your completed application materials to:

clangan@college-assist.org

OR:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202

Application Deadline: This position is open until filled. Applications may be mailed or delivered to the above address, or faxed (303) 292-1606. They may also be submitted in electronic format to: clangan@college-assist.org.

